

**CITY OF SAN JOSE
ENGINEERS & ARCHITECTS (Salaried)
BENEFIT & COMPENSATION SUMMARY
JULY 1, 2001 – JUNE 30, 2004**

SALARY	Each employee will receive general wage increases of 6% effective 6/24/01, 5% effective 6/23/02, & 3% effective 6/22/03 (excluding Executive Senior Staff).
MANAGEMENT PERFORMANCE PROGRAM (MPP)	Each employee is eligible to receive up to 40 hours additional executive leave and/or step increases in recognition of outstanding performance as part of the annual performance evaluation. * Step increases have been suspended for fiscal year 2003-2004 for employees appointed by the City Manager.
PROFESSIONAL DEVELOPMENT PROGRAM (PDP)*	Each employee is eligible to receive reimbursement up to maximum of \$1,400 per fiscal year for the purchase of computers; software; peripherals; warranties; repairs; internet services (maximum \$50/month); professional books; and to attend professional workshops, seminars and formal education classes. Please refer to PDP guidelines for additional information. Temporary employees are not eligible for this benefit. * This program has been suspended for fiscal year 2003-2004 for employees appointed by the City Manager.
HEALTH INSURANCE*	Each employee may select from three plans: Kaiser; Blue Shield HMO; or Blue Shield POS/PPO. The City pays 90% of the cost of the lowest priced plan for employee or employee and dependent coverage and the employee pays 10% of the premium for the lowest priced plan up to a maximum of \$25 per month. If employee selects a plan other than the lowest priced plan, the employee pays the difference between the total cost of the selected plan and the City's contribution towards the lowest priced plan.
DENTAL INSURANCE*	Each employee may select from two plans, a prepaid plan and an indemnity plan (currently Delta Dental). City pays 100% of family premium for full-time employees and prorated contribution for part-time employees based on scheduled hours.
HEALTH AND DENTAL IN LIEU	An employee may choose, during open enrollment or within thirty days of a qualifying event, to drop health and/or dental coverage and receive a payment in-lieu equal to one-half of the City's contribution toward health and/or dental coverage. To qualify, the employee must prove acceptable alternate coverage and work 35+ hours/week.
LIFE INSURANCE	City pays full premium for employee coverage equal to 2 times annual salary. Dependent coverage of \$10,000 for spouse and/or dependant children is available at employee cost. (Part-time and temporary employees are not eligible for this benefit.)
ACCIDENT INSURANCE	Available for employee, spouse and children at employee's expense.
LONG-TERM DISABILITY	Long-term disability insurance is available for employee at employee's expense. Temporary employees are not eligible to purchase long-term disability insurance.
EMPLOYEE ASSISTANCE PROGRAM (EAP)	Confidential counseling is available for employees and dependents under the Employee Assistance Program. The City provides up to five counseling sessions per incident per fiscal year at no cost to employee. Temporary and part-time employees are not eligible for this benefit.
SUBSTANCE ABUSE PROGRAM	Employees are subject to "for cause" drug testing. The City pays 70% of a first occurrence rehabilitation program and the employee pays 30% as approved by the EAP.
HOLIDAYS*	Full-time employees receive 14 full day holidays.
EXECUTIVE LEAVE*	In lieu of overtime, employees are authorized to take off 40 hours of executive leave per payroll calendar year with supervisor approval. 40 additional hours are available with Department Director approval for recognition of outstanding performance as part of the MPP.
VACATION	Vacation accrues at the following rates for each paid hour (either worked or paid absence): 1 - 5 years service = .05875 (120 hours annually for FT employees), 6 - 14 years = .07750 (160 hours annually for FT employees), 15+ years service = .09625 (200 hours annually for FT employees). Up to 240 hours may be carried over from one calendar year to the next. At the end of each calendar year, employees may sell back up to 80 hours of earned, unused vacation if employee took 5 consecutive days of vacation and/or holiday leave the previous calendar year. Vacation may not be taken until the employee has been employed for at least 13 bi-weekly pay periods.

* Reimbursement/contribution is prorated for part-time employees based on hours scheduled: 30 - 39 hours = 75%, 25 - 29 hours = 62.5%, 20 - 24 hours = 50%, less than 20 = none.

SICK LEAVE	Paid sick leave accrues at a rate of .04616 for each paid hour (either worked or paid absence). For a full-time employee, this equals approximately one day per month. Accrued sick leave may be used for the care related to the illness or injury of employee's child, mother, father, spouse, or domestic partner. Accrued sick leave may also be utilized by an eligible female employee due to illness, injury or disability related to pregnancy. Up to a total of 48 hours of accrued sick leave per calendar year may be utilized if the employee is required to be absent for the care related to the illness or injury of the employee's grandchild, brother, sister, father-in-law, mother-in-law, step-father, step-mother, or step-child.
SICK LEAVE PAYOUT	Members of the Federated Retirement System who retire with at least 15 years of service are eligible to receive, upon retirement, payout for a portion of their unused earned sick leave at the rate of: 0-399 hours = 50% of final hourly rate (FHR), 400-799 hours = 60% of FHR, 800-1,200 hours = 75% of FHR. If employee's balance is >1,200 hours, employee is also eligible for a payout of 75% of the value of sick leave in excess of 1,200 hours that is earned but unused during the 2 years prior to retirement. (Part-time and temporary employees are not eligible for this benefit.)
BEREAVEMENT LEAVE	Each full-time or benefited part-time employee shall be granted bereavement leave with full pay for up to 40 hours to attend to the customary obligations arising from the death of any of the following relatives of such employee or employee's spouse or employee's domestic partner*. All leave must be used within 14 calendar days following the death of an eligible person. Parent/Step-parent Brother/Sister Grandparent/Step -grandparent Spouse/Domestic Partner Step brother/sister Grandchild Child/Step-child Half brother/sister Great grandparent Son/daughter in-law Brother/sister in-law Step-great grandparent *A domestic partner, as referenced in the section above, must be the domestic partner registered with the Employee Services Department.
MILITARY LEAVE	Persons employed by the City continuously for one year prior to engaging in active military duty for training may take paid military leave for up to 30 calendar days per fiscal year.
LEAVES OF ABSENCE	Unpaid leaves of absence may be granted for up to 12 months, with possible extension of up to six months. (Employees on unpaid leave may continue their insurance benefits by paying full premiums.)
DISABILITY LEAVE	If required to be absent from work due to a work related illness or injury, employees may receive a supplement which, when added to the Workers' Compensation Temporary Disability, equals 85% of the employees' base salary. (Part-time and temporary employees are not eligible for this supplement.)
TIME DONATION PROGRAMS	Employees may donate accrued vacation to fellow employees if all qualifications are met as specified in the Time Donation policy guidelines. Please refer to CPM section 7.01 for program details.
DEPENDENT/MEDICAL CARE	The City participates in Dependent Care Assistance and Medical Savings Reimbursement Programs. Under these programs, employees may put aside up to \$5000 in pre-tax income to pay for dependent care and may set aside up to \$1500 for medical care.
BILINGUAL PAY	An employee who is required to use a non-English language on a regular basis may be eligible to receive a bi-weekly payment of \$29 for oral only bilingual or \$40 per pay period for oral/written translation. Employee must be certified as bilingual by the Employee Services Director.
PROFESSIONAL MEMBERSHIPS	Each employee is eligible for reimbursement for membership fees or dues paid for the maintenance of a license required to perform employee's job and for dues paid for membership in one additional job-related professional association. Temporary employees are not eligible for this benefit.
DEFERRED COMPENSATION PLAN	To supplement retirement income, employees may put aside a percentage of gross taxable income up to a maximum set by Section 457 of the IRS code (currently to a maximum of \$12,000 or 100% of total compensation) and have that money placed in investments on a tax-deferred basis. Income deferred under this plan is available only upon retirement, separation from City service, or death. Additional contribution options are available to employees age 50 and older and those within 3 years of retirement.
RETIREMENT	Full-time eligible employees are members of the Federated City Employees' Retirement System that provides for a 2.5% at 55 formula. Currently the City contributes 17.40% of base salary and the employee contributes 4.96% of pre-tax base salary to the system. See the Retirement Handbook for plan details. Part-time and temporary employees are not eligible for membership in the City's retirement system, but participate in the "PTC" plan wherein the City and the employee each contribute 3.75% of gross income to a defined contribution retirement account.